

Booking Form

Please complete and return the pages relevant to your booking.

*Booking option: Camp Conference Birthday party Day Activity Catering ONLY

*Name of Organisation:

*Primary Contact Person:

*Postal Address: *Postcode:

*Tel: * Mobile:

* Email:

Secondary Contact:

Tel: Mobile:

Email:

*How did you hear about us? Returning Client Internet Search Advertising Referral Facebook

Promo code/ details:

*Day/Date of arrival:

*Arrival Time:

*Day/Date of departure:

*Departure Time:

CAMP

* Subcategory School Group (please choose an option)

Please indicate the approximate number of people in your group to enable us to allocate the most appropriate accommodation building(s).

STAFF : Male Female **STUDENTS**: Male Female Boys (2-8years) Girls (2-8years)

GROUP : Male Female Child Infant

SCHOOL AGE GROUPS:

		Staff		Student		
X	Date	Male	Female	Male	Female	Total
X	Date	Male	Female	Male	Female	Total
X	Date	Male	Female	Male	Female	Total
X	Date	Male	Female	Male	Female	Total
X	Date	Male	Female	Male	Female	Total
X	Date	Male	Female	Male	Female	Total

ADULT / FAMILY GROUPS:

X	Date	Male	Female	Child	Infants	Total
X	Date	Male	Female	Child	Infants	Total
X	Date	Male	Female	Child	Infants	Total
X	Date	Male	Female	Child	Infants	Total
X	Date	Male	Female	Child	Infants	Total
X	Date	Male	Female	Child	Infants	Total

CATERING:

I do not require catering, and acknowledge that Swan Valley Adventure Centre **DO NOT** permit self catering.

Please indicate the approximate number of people in attendance at each meal and your requested meal times in the table below.

		Day					
		Date					
Breakfast Served in the Dining Room	Meal time: 07:30	Adults	Adults	Adults	Adults	Adults	Adults
		Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	Child 2-8yrs
Morning Tea Served in the Dining Room	Meal time: 10:00	Adults	Adults	Adults	Adults	Adults	Adults
		Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	Child 2-8yrs
<input type="radio"/> Lunch Served in the Dining Room	<input type="radio"/> Packed Lunch Eat outdoor or offsite	Meal time:	Adults	Adults	Adults	Adults	Adults
			Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	Child 2-8yrs
Afternoon Tea Served in the Dining Room	Meal time: 15:00	Adults	Adults	Adults	Adults	Adults	Adults
		Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	
Dinner Served in the Dining Room	Meal time: 18:00	Adults	Adults	Adults	Adults	Adults	Adults
		Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	
Supper Served in the Dining Room or.. Collect and take to camp house(s)	Meal time: 21:00	Adults	Adults	Adults	Adults	Adults	Adults
		Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	
In-House Tea, Coffee, Milo, Milk, Sugar Supplied in camp house(s)		Adults	Adults	Adults	Adults	Adults	Adults
		Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	Child 2-8yrs	

CONFERENCE ROOMS:

I do not require a conference room

Number of people attending

Book All Conference Spaces

Available Options. Please tick on room of choice.

Dining Room 440 sqm 400 (Exclusive use bookings only)	Assembly Hall 215 sqm 350 300 100	Ferguson 1 (Boardroom) 53 sqm 20 	Ferguson 2 115 sqm 100 100 70	Ferguson 3 119 sqm 100 100 70	Alfred Guy Hall 161 sqm 250 180 100
Alfred Guy Hall - Room A 16 sqm 15 15 8	Alfred Guy Hall - Room B 8 sqm 6 6 6	Alfred Guy Hall - Room C 8 sqm 6 6 6	Alfred Guy Hall - Room D 6 sqm 6 6 6	Drift Inn 71 sqm 45 30 25	Robertson 1 53 sqm 50 45 30
Robertson 2 117 sqm 80 80 70	Robertson A 19 sqm 15 15 8	Robertson B 19 sqm 15 15 8	Robertson C 15 sqm 12 12 8	Robertson D 19 sqm 15 15 8	

Conference Room set-up information:

Conference room name: <input style="width: 90%; height: 40px;" type="text"/>	Layout <input type="radio"/> Theatre <input type="radio"/> With tables <input type="radio"/> U-shape <input type="radio"/> Self-directed
	Equipment requested <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Lectern <input type="checkbox"/> Projector Screen <input type="checkbox"/> Data Projector
	No. of tables <input style="width: 60px;" type="text"/> No. of chairs <input style="width: 60px;" type="text"/>

Conference room name: <input style="width: 90%; height: 40px;" type="text"/>	Layout <input type="radio"/> Theatre <input type="radio"/> With tables <input type="radio"/> U-shape <input type="radio"/> Self-directed
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Conference room name:

Layout Theatre With tables U-shape Self-directed

Equipment requested Whiteboard and markers Lectern Projector Screen Data Projector

No. of tables No. of chairs

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No. of tables No. of chairs

Please advise all other relevant information or additional details:

Please note that by filling in this form it does not guarantee you a booking. Please fill in and submit the form and await confirmation. Thank you.

Full Name:

Signature:

Date:

*Terms and Conditions (please tick)

By submitting this booking form, I hereby confirm that I have also read and understood the Terms and Conditions (available via the SVAC website).